

Kentucky Annual Filing Instructions

REQUIREMENTS / INSTRUCTIONS

① All licensed and registered companies will be required to pay online. Go to <http://insurance.ky.gov> and click on eServices in the upper right corner. After logging into the account, click on “Annual Statement Filing Payment.” Also, we have added the option for **foreign companies** to submit annual statement filings online by selecting “Upload Annual Statement Filing Documents.” Then submit documents below in the following order (if submitting by hard copy, paper clip information in the order below):

**Please read
instructions for
proper submittals.**

FIRST JURAT PAGE
SECOND CERTIFICATE of ADVERTISING
THIRD CERTIFICATE of DEPOSIT
LAST ALL OTHER INFORMATION

For **MUNICIPAL TAX**
questions, please call
502-564-1649.

- ② Make sure you complete your eServices transaction. Refer to the Transaction Detail screen for the status of your payment to make sure you have completed and finalized your annual filing submittals correctly. **To verify that you have completed this process, print your ePay ID number for proof of payment.**

THINGS TO REMEMBER

- Foreign insurance companies are no longer required to submit a hard copy or disk of their annual or quarterly statement to the Kentucky Department of Insurance (as of year-end 2010). Some state-specific forms are required to be filed via hardcopy as noted below. **A copy of the signed Jurat Page must be filed on or before March 1, 2011.**
- Kentucky domestic insurance companies are required to submit to the Kentucky Department of Insurance as of year end 2010:
 - two hard copies of its annual statement
 - two hard copies of its quarterly statement
 - two hard copies of its supplemental filings
- All annual statement filings submitted to the Kentucky Department of Insurance shall be completed in accordance with the National Association of Insurance Commissioners’ Accounting Practices and Procedures Manual, as amended, pursuant to KRS 304.3-240.

NOTE:
Some
STATE-SPECIFIC
forms are required
via hardcopy as
noted below.

MAILING INFORMATION

| REGULAR POSTAL MAIL ONLY | FEDERAL EXPRESS, DHL, UPS, etc. |
|--|---|
| Kentucky Department of Insurance Financial Standards and Examination Division P.O. Box 517 Frankfort, KY 40602-0517 | Kentucky Department of Insurance Financial Standards and Examination Division 215 West Main Street Frankfort, KY 40601 |

NOTE: The physical address should ONLY be used for Express mail. Otherwise, it will be “UNDELIVERABLE.”

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DEADLINE INFORMATION

If mailed, all filings **must be postmarked** no later than the due date (due date will depend on the information being submitted), even if that due date falls on a weekend or holiday. But do not forget, online submittal is an option now.

LATE FILING PENALTIES

Companies will be fined **\$100 per day** for a late filing, provided an extension has been granted. In cases where an extension has not been granted, companies will be fined **\$100 per day PLUS an additional** civil penalty of **\$1000** may be assessed.

PREMIUM TAX PAYMENTS

NOTE:
Please DO NOT submit premium tax payments to the Kentucky Department of Insurance.

| | | |
|--|----|---|
| Department of Revenue P.O. Box 1303 Frankfort, KY 40602-1303 | OR | Department of Revenue 501 High St Frankfort, KY 40601 |
| DEPARTMENT OF REVENUE TELEPHONE NUMBER: 502-564-4810 | | |

EXCEPTIONS TO NORMAL FILINGS (Extensions)

Foreign companies must supply a written copy of any extension received by their state of domicile at least **10 days prior** to the filing date to receive same from Kentucky. **Domestic** companies should apply at least **30 days prior** to the due date.

CERTIFICATE OF DEPOSIT

All insurers must obtain a certificate of deposit from their state of domicile. Foreign insurers must maintain \$1,000,000 in cash or securities in another state for the benefit of all policyholders or post \$1,000,000 in cash or securities in a Safekeeping Agreement in a Kentucky-approved bank. To show compliance, **certificates of deposit are required to be submitted on or before March 1 of each year.**

HOLDING COMPANY REGISTRATION STATEMENT

One copy is required to be filed only by Kentucky **domestic** insurers. **Filing deadline is April 1.**

RENEWAL FEES

Information is sent to annual statement contact person.

NOTE: DO NOT send renewal fees to the Department of Revenue. They are shown on the Premium Tax Return for the purpose of calculating the retaliatory tax only.

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DOMESTIC LIFE INSURERS ACTUARIAL VERIFICATION REQUIREMENT

As soon as Exhibits 5 through 8 are completed, each domestic life insurer **must provide the following** to the Kentucky Department of Insurance, Financial Standards and Examination Division, (address on page 1) **ATTENTION BRUCE ROSS** (by regular postal mail or by e-mail – Bruce.Ross@ky.gov).

- (1) A **SIGNED Actuarial Certification** as required by KRS 304.2-205(2) for the 2010 Annual Statement Blank. The Actuarial Certification **must be completed** in accordance with the NAIC Model Actuarial Opinion and Memorandum Regulation for the Statement of Actuarial Opinion.
- (2) **Completed** Exhibits 5 through 8 for 2010.
- (3) The **number of policies and the amount of insurance**, where applicable, for each line and column of Exhibit 5 for 2010.
- (4) **All supplemental answers** to questions, explanation and notes connected with Exhibits 5 through 8 as required by the NAIC Instructions for filing the Annual Statement for 2010.

RISK RETENTION GROUPS / ACCREDITED REINSURERS

Annual Statement – copy of signed Jurat Page (one copy)

Audited financial statement (one copy)

OTHER APPROVED REINSURERS

Annual Statement – copy of signed Jurat Page (one copy)

Other approved reinsurers can locate a Check Remittance Form specifically for them on our website.

Go to the Financial Standards and Examinations “Document” page and refer to the Other Approved Reinsurers section.

SURPLUS LINES

Annual Statement – copy of signed Jurat Page (one copy)

Surplus lines companies can locate a Check Remittance Form specifically for them on our website.

Go to the Financial Standards and Examinations “Document” page and refer to the Surplus Lines section.

QUESTIONS/CONCERNS

If you have any questions or concerns, please contact:

JANET KLAPHEKE or C.C. WEBBER

Kentucky Department of Insurance

Financial Standards and Examination Division

Call 502-564-6082 or e-mail Janet.Klapheke@ky.gov or Cecilia.Webber@ky.gov.